



WILLIAM T FUJIOKA  
Chief Executive Officer

County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

*"To Enrich Lives Through Effective And Caring Service"*

Board of Supervisors  
GLORIA MOLINA  
First District

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Fifth District

April 16, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

27 April 16, 2013

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**DEPARTMENT OF PUBLIC WORKS:  
CAMP GLENN ROCKEY MODULAR LIVING UNIT PHASE II  
CATEGORICAL EXEMPTION  
APPROVE REVISED PROJECT BUDGET  
ADOPT, ADVERTISE, AND AWARD  
SPECS. 6957; C.P. 86958  
(FIFTH DISTRICT)  
(3 VOTES)**

**SUBJECT**

This action is to approve a purchase order for procurement and installation of a modular living unit for Probation Department staff use at Camp Glenn Rockey, adopt and advertise the plans and specifications for the site work, and award site work construction contracts.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the Project categorically exempt under the California Environmental Quality Act.
2. Approve the revised total Project budget of \$1,996,000 for the Camp Glenn Rockey Modular Living Unit Phase II Project, Capital Project No. 86958, and authorize the Director of Public Works, or her designee, to deliver the Project.
3. Approve the procurement by a purchase order through the Internal Services Department of one modular living unit at an estimated purchase order cost of \$765,200.
4. Adopt plans and specifications for the site work construction to accommodate the modular living unit at an estimated construction contract cost of \$406,700. Instruct the Executive Officer of the

Board of Supervisors to advertise for bids to be received and opened on May 20, 2013, in accordance with the Instruction Sheet for Publishing Legal Advertisements.

5. Authorize the Director of Public Works, or her designee, to execute a consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule for a \$5,000 not-to-exceed fee, to be funded by existing Project funds and to establish the effective date following determination by the Director of Public Works, or her designee, of the apparent Lowest Responsive and Responsible Bidder.

6. Delegate to the Director of Public Works, or her designee, the authority to determine if bids are nonresponsive and to reject bids on such basis, in accordance with the applicable contract and bid documents, and determine whether the apparent Lowest Responsive and Responsible Bidder has timely prepared a satisfactory baseline construction schedule and satisfies all the conditions for contract award, including the criteria adopted by the Board for contract award. Upon determination that all such conditions have been satisfied, authorize the Director of Public Works, or her designee, to award and execute a construction contract, in the form previously approved by County Counsel, to the apparent Lowest Responsive and Responsible Bidder and to establish the effective date of the contract upon receipt of acceptable performance and payment bonds and evidence of required contractor insurance.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will ensure compliance with the California Environmental Quality Act (CEQA) process and authorize the Director of Public Works, or her designee, to deliver the Probation Department (Probation) Camp Glenn Rockey Modular Living Unit Phase II Project (Project), which is located in San Dimas.

#### **Background**

In 2006, the Board established nine capital projects to provide various security enhancements and address deficiencies at Challenger Memorial Youth Center, Camps Glenn Rockey, Joseph Scott, and Kenyon Scudder; Central, Los Padrinos, and Barry J. Nidorf Juvenile Halls, for a total capital program cost of \$16.8 million.

The projects were divided into two categories. The first category addressed life safety and high-risk security issues and implementation of Closed-Circuit Televisions for a total capital cost of \$10.09 million. The second category provided improvements to address safety, security, and staff housing deficiencies for a total capital cost of \$6.79 million. The various Probation security enhancement projects are either completed or currently under construction. The proposed Project is the final project remaining under the security enhancements program.

#### **Project Description**

Probation Officers are required to work three 8-hour shifts during their 56-hour stay at the camp. Currently, Probation does not have adequate sleeping quarters at Camp Glenn Rockey to accommodate existing personnel. The lack of living space is further complicated by additional Probation Officers that are being hired to work at the facility. In some cases, camp administrative offices are being used as sleeping quarters to meet this need, or the officers that are on-call have to leave the camp to sleep off-site. These improvements are necessary to avoid further exacerbation of current crowded conditions. The proposed modular living unit will provide adequate staff living

space and allow the offices to be returned to their intended use.

The 3,600 square-foot modular unit consists of fourteen 100 square-foot rooms, four 140 square-foot rooms, lunch area, men's and women's restrooms and showers, janitor/water heater room, storage room, and an electrical/telephone closet. The proposed Project also includes utility connections to support the new modular facility (e.g., water lines, fire suppression water, electric, phone, data, and low voltage systems).

In order to expedite construction of the proposed Project, it is recommended that the Board authorize the Director of Public Works, or her designee, to award and execute a construction contract to the apparent Lowest Responsive and Responsible Bidder (as defined in the Facts and Provisions/Legal Requirements section of this letter) if the low bid are within the estimate of the new construction cost of \$406,700 and contingent on those bidders completing a baseline schedule that conforms to the County's specifications. If there are no bids that are within the estimate of new construction costs, we will return to the Board to reject all bids and recommend additional actions for approval.

The proposed consultant services agreement requires the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule that conforms to the County's schedule specifications, which is critical to successfully manage construction activities by the contractor and the County. Bid documents provide that if the apparent Lowest Responsive and Responsible Bidder fails to complete an acceptable construction schedule, the Director of Public Works, or her designee, may return to the Board to recommend that the Bidder be determined nonresponsive and recommend awarding the construction contract to the next apparent Lowest Responsive and Responsible Bidder, contingent on that Bidder completing a baseline schedule that conforms to the County's specifications.

#### Green Building/Sustainable Design Program

The proposed Project will support the Board's Green Building/Sustainable Design Program by using water efficient plumbing fixtures, energy efficient light fixtures with light sensor controls. Utility savings are anticipated due to the reduction in electricity and water usage as a result of the sustainable elements included in the design. Storm water runoff at the modular living unit will be captured and filtered as an improvement to the existing site drainage condition.

#### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs that we provide Operational Effectiveness (Goal 1) by planning for new and replacement facilities that enhance operational efficiency and minimize energy and water consumption/usage.

#### **FISCAL IMPACT/FINANCING**

In 2006, the Board approved a total Project budget of \$1,400,000 for the Camp Glenn Rockey Modular Living Unit Phase II Project. A total of \$596,000 in residual prior year capital project net County cost has been reallocated to Capital Project No. 86958 as various Probation capital projects have reached completion. The completed Projects include shower improvements at Probation Camps Holton and Munz, Human Resources and Budget Office Remodel, and the Contracts Office Renovation.

The cost of the proposed Project is estimated at \$1,996,000. The Department of Public Works' (Public Works) fair purchase order cost estimate, including contingency for the modular living unit

procurement and installation, and site work construction cost estimate is as follows:

Purchase Order: \$765,200

Site Work: \$406,700

There is sufficient funding for this proposed Project currently budgeted within the Capital Projects/Refurbishments Budget under Capital Project No. 86958. The Project Schedule and Budget Summary are included in Attachment A.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The contract will contain terms and conditions supporting the Board's ordinances and policies, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs; Board Policy 5.060, Reporting of Improper Solicitations; Board Policy 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

Applicable law, including the State Public Contract Code, requires the County to award a construction contract to the apparent Lowest Responsive and Responsible Bidder, which refers to the firm that: (1) submits the lowest bid price; (2) is deemed by the County to be "responsive" to specific criteria under the solicitation, including, but not limited to, licensure, bonding, and insurance requirements; and (3) is determined by the County to be a "responsible" bidder by exhibiting the quality, fitness, capacity, experience, and trustworthiness to satisfactorily perform the work required under the bid solicitation.

To ensure that the construction contract is awarded to the apparent Lowest Responsive and Responsible Bidder with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, criminal convictions, civil litigation, defaulted contracts with the County, complaints filed with the contractors State License Board, labor law/payroll violations, and debarment actions. As provided for in Board Policy 5.140, the information reported by the Bidder will be considered before contract award.

As required by the Board, the proposed Project costs include 1 percent of design and construction costs to be allocated to the Civic Art Fund per the Board's Civic Art Policy adopted on December 7, 2004, and revised December 15, 2009.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed Project has been reviewed and determined to be categorically exempt under CEQA in accordance with State CEQA Guidelines, Article 19, Section 15301, Existing Facilities, Class 1(e)(2), and the County of Los Angeles Environmental Procedures and Guidelines, Appendix G, Class 1(g) (3)(b), adopted by the Board on November 17, 1987, which allows for additions to existing structures provided that the addition will not result in an increase of more than 10,000 square feet.

## **CONTRACTING PROCESS**

The fabrication and installation of the modular living unit will be procured as purchase order through the Internal Services Department.

A standard contract, in the form previously approved by County Counsel, will be used for the site construction work. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

Advertising for site work bids will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Attachment B). The site work for Camp Glenn Rockey will be delivered by low bid process.

As required by the Board, language has been incorporated into the proposed Project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the Federal income tax law (Federal Income Tax Law, Internal Revenue Service Notice 1015).

The contract requires the contractor to pay its employees applicable prevailing wages in accordance with the California Labor Code.

As requested by the Board on February 3, 1998, these contract opportunities will be listed on Doing Business with Us website.

Participation by Community Business Enterprises (CBE) in the proposed Project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of Bidders to utilize CBEs.

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no impact on current County services or projects during the performance of the recommended services.

## **CONCLUSION**

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division; Arts Commission; Department of Public Works, Project Management Division II; and the Probation Department.

The Honorable Board of Supervisors

4/16/2013

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Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:RLR:DJT

TJ:AH:mda

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Arts Commission  
Probation  
Public Works

**DEPARTMENT OF PUBLIC WORKS:  
CAMP GLENN ROCKEY MODULAR LIVING UNIT PHASE II  
CATEGORICAL EXEMPTION  
APPROVE REVISED PROJECT BUDGET  
ADOPT, ADVERTISE, AND AWARD  
SPECS. 6957; C.P. 86958  
(FIFTH DISTRICT) (3 VOTES)**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Project Program	1/30/12*
Design	
Jurisdictional Approvals	11/05/12*
Bid and Award	08/21/13
Construction	
Substantial Completion	04/23/14
Acceptance	08/25/14

\*Indicates completed activity.

## II. PROJECT BUDGET SUMMARY

Budget Category	Original Budget	Impact of This Action	Revised Current Budget
Fixed Assets -Land	N/A	N/A	N/A
Buildings & Improvements			
Low Bid Construction Contract	\$ 320,000	\$ 86,700	\$ 406,700
JOC Contract	\$ 0	\$ 0	\$ 0
Change Orders	\$ 103,000	\$ 34,525	\$ 137,525
Departmental Crafts	\$ 0	\$ 0	\$ 0
Youth Employment	\$ 0	\$ 0	\$ 0
ISD (Purchase Order)	\$ 550,000	\$ 215,200	\$ 765,200
Construction Consultants	\$ 0	\$ 0	\$ 0
Misc. Expense	\$ 0	\$ 0	\$ 0
Telecomm Equip – Affixed to Building	\$ 0	\$ 77,775	\$ 77,775
Civic Arts	\$ 10,000	\$ 3,000	\$ 13,000
<b>Subtotal</b>	<b>\$ 983,000</b>	<b>\$ 417,200</b>	<b>\$ 1,400,200</b>
Buildings & Improvements – Development	\$ 0	\$ 0	\$ 0
Buildings & Improvements – Plans & Specifications	\$ 90,000	\$ 7,735	\$ 97,735
Buildings & Improvements – Consultant Services			
Site Planning	\$ 0	\$ 0	\$ 0
Hazardous Materials	\$ 10,000	\$ 0	\$ 10,000
Geotech/Soils Test	\$ 8,000	\$ 0	\$ 8,000
Material Testing	\$ 0	\$ 10,000	\$ 10,000
Cost Estimating	\$ 0	\$ 0	\$ 0
Scheduling	\$ 0	\$ 10,000	\$ 10,000
Construction Management	\$ 10,000	\$ 12,000	\$ 22,000
Construction Administration	\$ 0	\$ 0	\$ 0
Environmental	\$ 0	\$ 0	\$ 0
Move Management	\$ 0	\$ 0	\$ 0
Equipment Planning	\$ 0	\$ 0	\$ 0
Legal	\$ 0	\$ 0	\$ 0
Contract/Change Order	\$ 0	\$ 0	\$ 0
Other	\$ 0	\$ 0	\$ 0
Soil Report	\$ 0	\$ 0	\$ 0
Soil Testing	\$ 0	\$ 0	\$ 0
<b>Subtotal</b>	<b>\$ 28,000</b>	<b>\$ 32,000</b>	<b>\$ 60,000</b>



## II. PROJECT BUDGET SUMMARY (continued)

Budget Category	Original Budget	Impact of This Action	Revised Current Budget
Miscellaneous Expenditures	\$ 5,000	\$ 2,000	\$ 7,000
Jurisdictional Review/Plan Check/Permit	\$ 12,592	\$ 0	\$ 12,592
County Services			
Code Compliance Inspection Only	\$ 45,000	\$ 6,480	\$ 51,480
Code and Quality Control Inspection	\$ 0	\$ 0	\$ 0
Design Review	\$ 15,000	\$ (15,000)	\$ 0
Contract Administration	\$ 20,000	\$ 5,000	\$ 25,000
Project Management	\$ 66,165	\$ 120,000	\$ 186,165
Project Management Support Services	\$ 102,710	\$ 0	\$ 102,710
ISD Job Order Contract Management	\$ 0	\$ 0	\$ 0
DPW Job Order Contract Management	\$ 0	\$ 0	\$ 0
ISD ITS Communications	\$ 5,000	\$ 0	\$ 5,000
Secretarial/Clerical	\$ 11,968	\$ 6,150	\$ 18,118
Project Technical Support	\$ 7,825	\$ 7,175	\$ 15,000
Office of Affirmative Action	\$ 0	\$ 0	\$ 0
County Counsel	\$ 0	\$ 0	\$ 0
Consultant Contract Recovery	\$ 7,740	\$ 7,260	\$ 15,000
Design Services	\$ 0	\$ 0	\$ 0
Subtotal	\$ 281,408	\$ 137,065	\$ 418,473
Original Total	\$ 1,400,000	\$ 596,000	\$ 1,996,000
Total	\$ 1,400,000	\$ 596,000	\$ 1,996,000

**ATTACHMENT B**

April 16, 2013

**DEPARTMENT OF PUBLIC WORKS:  
CAMP GLENN ROCKEY MODULAR LIVING UNIT PHASE II  
CITY OF SAN DIMAS  
CATEGORICAL EXEMPTION  
APPROVE REVISED PROJECT BUDGET  
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(FIFTH DISTRICT) (3 VOTES)**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE  
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishings, materials, labor, and equipment required to complete construction for the following work:

<b><u>SD</u></b>	<b><u>SPECS</u></b>	<b><u>PROJECT</u></b>	<b><u>BID DOC. FEE</u></b>	<b><u>DATE OF BID OPENING</u></b>
5	6957	Camp Glenn Rockey Modular Living Unit Phase II project 1900 North Sycamore Canyon Road, San Dimas, CA 91773	\$50	May 20, 2013

Copies of the project manual and drawings may be downloaded for free from the Los Angeles County Public Works website <http://dpw.lacounty.gov/go/constructioncontracts>; or for \$50, copies of the project manual and drawings may be obtained at the Cashier's office, Department of Public Works, 900 South Fremont Avenue, Mezzanine Floor, Alhambra, California 91803. For bid information, please call (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's office no later than 10:45 a.m. on May 20, 2013. Bids will be publicly opened, examined, and declared by Public Works at 11:00 a.m. on this date in Architectural Engineering Division's Conference Room, 900 South Fremont Avenue, Alhambra, California 91803.

The contractor and all of its subcontractors of any tier shall be required to pay prevailing wages to all workers employed in the execution of the work of improvement in accordance with Labor Code Section 1770 et seq. Copies of prevailing rate of per diem wages are on file at the Department of Public Works, Architectural Engineering Division, which shall be made available to any interested party upon request.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess an active B license classification at the time of bid submittal. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

### **PRE-BID CONFERENCE**

The Public Works' Project Management Team will hold a prebid conference at 2:00 p.m. on May 6, 2013, at the project job site to provide information on the project, bidding process, and answer any questions that the potential bidders may have. For further directions, please contact Ms. Ivonne Pena with Public Works' Architectural Engineering Division at (626) 458-2585.

### **OTHER INSTRUCTIONS**

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code, to contract with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical or inconsequential errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, Public Works can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7 a.m. to 5:30 p.m.



Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Fremont Avenue), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del Departamento al (626) 458-4081 o TDD (626) 282-7829, de lunes a jueves de las 7 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California dated April 16, 2013.

Specs. 6957

SACHI A. HAMAI, EXECUTIVE OFFICER  
OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES